



Columbia Power & Water Systems

Job Description

Job Title: Accounting Clerk

Effective Date:

Department: Accounting

Reports To: Vice President of Finance

Classification: Non-Exempt

Job Purpose: To perform accounting and clerical functions to support the accounting department.

Duties/Responsibilities:

- Enters alphabetic, numeric, or symbolic data from source documents into computer using keyboard and following format displayed on screen
- Compares data entered with source documents and/or re-enters data in verification format on screen to detect errors
- Deletes data entered incorrectly and re-enters correct data
- Compiles, sorts, and verifies accuracy of data to be entered
- Keeps records of work completed
- Enters receipts of material received
- Enters invoices, creates reports, and accounts payable checks
- Enters daily time for payroll and balances biweekly payroll
- Enters data related to vehicle maintenance
- Enters and assigns new vendors into the accounting system
- Maintains ACH vendor platform
- Receives and/or downloads invoices and prepares invoice requisitions
- Records and updates Form W-9 information and prepares annual 1099 supporting documentation
- Receives and maintains all Certificate of Liability Insurance forms
- Performs other duties as assigned

Required Skills/Abilities:

- Acknowledge and adhere to all CPWS policies
- Regular attendance at work

- Perform duties safely without endangering self, others, and the public
- Ability to write
- Ability to deal with people in a courteous manner
- Ability to use mathematical skills to be able to work with financial data
- Ability to read, understand, and follow instructions and job-related material
- Ability to work on different projects and adjust to changing situations
- Ability to work inside

Physical Requirements:

- Ability to occasionally lift up to 20 pounds
- Ability to lift and/or carry objects weighing up to 20 pounds for 1 hour a day
- Ability to use eyes, hands, and fingers to operate computer keyboard quickly and accurately
- Ability to sit for 2 hours at a time
- Ability to talk, see, hear, reach, handle, and feel

Education, Experience, and Qualifications:

- Associate degree in Accounting, Finance, or Business Administration preferred. Experience in lieu of education will be considered.
- Minimum of three years of prior progressive work experience in accounting, finance, or related field required. Utility experience preferred.
- Proficient with Microsoft Office Suite (i.e., Word, Outlook, and Excel)
- Ability to learn and use Organization Software, Local Government, or similar

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that additional and/or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments). This job description does not constitute a written or implied contract of employment.